

MWI 6000.1

REVISION C

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MARSHALL WORK INSTRUCTION

AD01

PROCUREMENT TRAFFIC MANAGEMENT AND FREIGHT TRAFFIC ACTIONS

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		5/14/99	Document converted from MSFC-P15.1-CO4 to a Directive. Previous history retained in system as part of canceled or superseded ISO Document files.
Revision	A	8/16/99	Changed document to reflect new MSFC reorganization; added second page of flow diagram that was inadvertently left out during conversion from ISO document to a Directive.
Revision	B	7/02/01	Change document to reflect changes in other ISO documents, arrange references in order, incorporate ISC Contract Responsibilities, and added HHGs; removed definition for CWI; add paragraph 6.2.6 and reference to NASA Procedure to Export to Russia; added paragraph 6.2.8 & paragraph 6.5.8 on explosive shipments. Changes to paragraphs 9 and 10.
Revision	C	1/23/2004	Change document to remove reference to GBLs in sections 1 and 2. Section 3, Add 41 CFR, "Public Contracts and Property Management" to section 3, and change 3.16 to: NPR 2190.1, "NASA Export Program." Section 5.2 Acronyms delete 5.2.7 and 5.2.13, and add SEMO. Add definitions. Rewrite portions of section 6 for clarity and add paragraph 6.5.15 on packaging and crating. Removed flow chart.

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1. PURPOSE

To prescribe policies and procedures for the proper application of transportation and traffic management, including actions related to rules, regulations, special services, and for shipment using commercial forms and procedures.

2. APPLICABILITY

The provisions of this Instruction are applicable to all organizational elements of the Center and contractors authorized to perform traffic management functions.

3. APPLICABLE DOCUMENTS

- 3.1 15 CFR, "Export Administration Regulations (EAR)"
- 3.2 41 CFR, "Public Contracts and Property Management"
- 3.3 49 CFR, Subpart B106-180
- 3.4 FAR Part 47, "Transportation"
- 3.5 IATA, "International Air Transport Association" Dangerous Goods Regulations
- 3.6 ITAR, "International Traffic in Arms Regulation"
- 3.7 MPD 1280.1, "Marshall Management Manual"
- 3.8 MPD 2190.1, "MSFC Export Control Program"
- 3.9 MPG 1440.2, "MSFC Records Management Program"
- 3.10 MPG 2190.1, "MSFC Export Control Program"
- 3.11 MPG 4000.1, "Control of Customer-Supplied Product"
- 3.12 MPG 4000.2, "Property Management"
- 3.13 MPG 6410.1, "Handling, Storage, Packaging, Preservation, and Delivery (H.S.P.P.&D.)"
- 3.14 MWI 6220.1, "Lost or Damaged Freight"
- 3.15 MWI 6410.1, "Packaging, Handling, and Moving Program Critical Hardware"

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3.16 NPR 2190.1, "NASA Export Program"

3.17 NASA Procedure for Exports to Russia Hardware and Technical Data (including software)

3.18 NPR 1441.1, "NASA Records Retention Schedules" (NRRS)

3.19 NPR 6200.1, "NASA Transportation and General Traffic Management"

3.20 NFS Part 1847, "Transportation"

3.21 U.S. Custom Regulations

4. REFERENCES

None

5. DEFINITIONS

5.1 Definitions

5.1.1 Class I Shipment: Mission-essential items which, in the event of loss, damage, or delay in shipment, would seriously affect the program.

5.1.2 Class II Shipment: Delicate or sensitive items not covered by Class I or Class III. These items are those that are damaged readily by improper handling.

5.1.3 Class III Shipment: Items requiring special handling and monitoring.

5.1.4 Class IV Shipment: Commercial items. Items that can be transported by normal means.

5.1.5 Program Critical Hardware (PCH): Those items meeting one or more of the criteria listed below:

5.1.5.1 An item which supports the critical path in the program schedule and the loss, damage, or delay of which would seriously impact program schedules.

5.1.5.2 Assemblies with close tolerances of delicate construction, which could be damaged by improper handling, and such resulting damage could compromise a flight vehicle, payload, or the safety of personnel regardless of whether the item is considered "Flight Hardware."

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5.1.5.3 Those items designated as Class I or II hardware defined in NPR 6000.1.

5.1.5.4 This definition is meant to generally exclude raw materials and basic hardware such as nuts, bolts, brackets, and electronic piece parts which will be consumed or become part of an item which would be covered by 5.1.5.1 or 5.1.5.2 above.

5.2 Acronyms

5.2.1	CBL	Commercial Bill of Lading
5.2.2	CFO	Chief Financial Officer
5.2.3	CFR	Code of Federal Regulations
5.2.4	CO	Contracting Officer
5.2.5	EAR	Export Administration Regulations
5.2.6	FAR	Federal Acquisition Regulation
5.2.7	FPMR	Federal Property Management Regulations
5.2.8	GSA	General Services Administration
5.2.9	GBL	Government Bill of Lading
5.2.10	ISC	Institutional Services Contractor
5.2.11	ITAR	International Traffic in Arms Regulation
5.2.12	MLR	Marshall Lead Representative
5.2.13	NFS	NASA FAR Supplement
5.2.14	NPR	NASA Procedural Requirements
5.2.15	SED	Shippers Export Declaration
5.2.16	SEMO	Supply and Equipment Management Officer
5.2.17	TLEG	Transportation Logistics Engineering Group

6. INSTRUCTIONS

6.1 Proper consideration of transportation factors will be given when awarding and administering contracts and planning shipments to ensure that procurements and shipments are made on the basis most advantageous to the Government, and that supplies arrive at the right place, at the right time, and in good condition.

6.2 The MSFC Shipping Department is located in Building 4471. The points of contact are 544-4555, 544-2617, or 544-4554.

6.3 Directors/managers of requiring offices, directorates, group, or MLR will:

6.3.1 Consider the mode of transportation in preparing procurement requests in accordance with NPR 6200.1.

6.3.2 Include any relevant information and instructions that will enable the Procurement Office and TLEG (reference NPR

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6200.1) to give full consideration to transportation matters of Class I mission-essential items which in the event of loss, damage, or delay in shipment, would seriously affect the program; Class II delicate or sensitive items not covered by Class I or III, items that may be damaged readily by improper handling; Class III items requiring special handling and monitoring; and Class IV items that may be transported or handled through the use of normal transportation means. Notify the Property Support Assistant when shipping all assigned government property in accordance with MPG 4000.2.

6.3.3 All shipping requests will require a shipping address, phone number of recipient, item description, funding code verified with an e-mail from the requesting organization and the SEMO to TLEG. Submit shipping request, MSFC Form 57 or Department of Defense (DD) Form 1149, including request for customer-supplied products with customer agreement per MPG 4000.1, submit MSFC Form 4182, "Request for Shipment of Printed Matter" (includes books, journals, documents, magnetic tapes, and photographs), and provide all documents (international agreement, contract or other authority documents) and information (invoice, license determination, Export Commodity Control Number (ECCN), and schedule B numbers) needed by the ISC Traffic Management Team to make exports in accordance with EAR, ITAR, Commerce Commodity List, Munitions List, NASA export policy, and the MSFC Export Control Program (MPD 2190.1 and MPG 2190.1).

Provide documents and information (airbill, entry number, pro forma invoice, international agreement, contract, or other authority documents) needed to the NASA Traffic Management Office to make U.S. Customs clearances for imports in accordance with the U.S. Customs Regulations.

6.3.4 For PCH Class I and II shipments, provide written instructions for handling, packaging, and transporting these items. For quality sensitive items, route shipping request to Project Quality Assurance Representative for the assignment of shipping requirements.

6.3.5 For all shipments to Russia, including shipments made by support contractors, the NASA MLR will provide, 2 weeks prior to requested shipping date, the appropriate documentation concerning export control and shipping information to the receiving Russian organization and the NASA Moscow Liaison Office in accordance with the NASA Procedures for Exports to Russia Hardware and Technical Data (including software). An electronic version can be found on the Headquarters Web site at <http://www.hq.nasa.gov/office/codei/nasaecp/rusship/rusship.html>.

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6.3.6 For explosive shipments, inform the proper explosive custodian and make arrangements for a Department of Army Form 581, "Request for Issue and Turn-in of Ammunition" to be processed in order to transfer material to Explosive Storage and Demolition Branch, Redstone Arsenal, Alabama, and follow the instructions in the 49 CFR and IATA Regulations for classifying hazardous materials to be shipped and provide the materials safety data sheet for each hazardous materials.

6.3.7 For other shipments, submit MSFC Form 57 or DD Form 1149 (for Authorized contractors) with the pertinent information and approvals.

6.4 The Director, Procurement Office, and applicable contracting officers will:

6.4.1 Obtain and utilize advice and assistance from the TG on transportation matters, as needed, for solicitations and awards, and the administration, modification, and termination of contracts including the movement of Government property to, from, and between plants of contractors and subcontractors, and when purchasing from foreign suppliers in accordance with NPR 6200.1 and FAR Part 47.

6.4.2 Consult with the TLEG when delegating the performance of traffic management functions to contractors in accordance with NPR 6200.1 and FAR Part 47.

6.4.3 Furnish copies of contractual documents and delegations, as appropriate, to the TLEG in accordance with NPR 6200.1.

6.5 The TLEG, or designated representative will:

6.5.1 Provide advice and assistance on transportation matters, including freight rates, transportation costs, time in transit, port capabilities, etc., in accordance with NPR 6200.1.

6.5.2 Develop transportation analyses, rate quotations, minimum and maximum load requirements, and the effect of various packaging methods on freight classifications in accordance with NPR 6200.1.

6.5.3 Assist in bid evaluations and contract negotiations on transportation matters as may be required by the CO.

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6.5.4 Evaluate information concerning opportunities for freight traffic negotiations on MSFC-sponsored traffic in accordance with NPR 6200.1.

6.5.5 Serve as the official liaison between the Center and all commercial carriers serving the Center in accordance with NPR 6200.1. Inspect carrier's terminals, storage areas, and transportation equipment on a random basis. Resolve any shipment discrepancies with carrier.

6.5.6 Take appropriate action to obtain voluntary rate reductions, request assistance from appropriate agencies, and/or negotiate with common carriers on matters relating to freight rates, classification, rules, regulations, and special services.

6.5.7 Initiate shipments of Household Goods. Shipments should be in support of personnel relocations or assignments to first duty stations as directed by the Human Resources Office (in accordance with NPR 6200.1). Initiate a cost comparison through the GSA computer program to select a carrier.

6.5.8 The U.S. Department of State designated passport agents process passport applications for official passports (passport agent's manual issued by the Passport Services Office). Passport agents process visa applications for official international travel (NPR 6200.1).

6.5.9 The TLEG is the point of contact with NASA Headquarters for country clearance.

6.5.10 Upon receipt of the commercial invoices from the CFO, verify shipment charges and certify the invoices for payment by signature on MSFC Form 1575, "Certification of Performance for Payment of Bills," in accordance with NPR 6200.1.

6.5.11 Make transportation arrangements after receipt of completed MSFC Form 57, DD Form 1149, or MSFC Form 4182 is submitted.

6.5.12 Ensure that purchase orders, contracts, or other appropriate documents authorize transportation for the account of the Government in accordance with FAR Part 47 and NFS Part 1847.

6.5.13 Furnish routing on shipments, determine the appropriate mode of transportation, and obtain estimates for the transportation charge in accordance with FAR Part 47.

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6.5.14 Make transportation arrangements for Class I, II, and III shipments requiring special handling during packaging, crating, and transporting in accordance with MWI 6410.1 and/or MLR's written instructions.

6.5.15 Packaging and crating will be accomplished following MWI 6410.1, the written instructions from the MLR and the best commercial practices.

6.5.16 Arrange for commercial carriers to obtain oversize and overweight permits for movements exceeding legal limitations from applicable State highway officials.

6.5.17 Verify availability of funds, when transportation charges are more than \$2000, with the CFO (reference NPR 6200.1).

6.5.18 Prepare GBL when use of GBL would expedite the delivery of foreign shipments. For shipments authorized under purchase orders and contracts, prepare CBLs in accordance with transportation clauses in purchase orders and contracts (in accordance with 41 CFR Parts 102-117 and 102-118 as published in the Federal Register 9/24/01). Select carriers that have registered GSA tenders and tariffs, or when using a new carrier, request proof of insurance and a copy of U.S. Department of Transportation registration. When shipping hazardous materials, prepare shipping papers in accordance with 49 CFR, Subpart B, and Sections 106 through 180 or IATA regulations.

6.5.19 Prepare SED for export, in accordance with NASA Export Policy (NPR 2190.1), using information as required by 6.2.4 above.

6.5.20 Prepare SMI Form 1223 (Request for Shipment Off Post) for explosive shipments and forward to the Explosive Storage and Demolition Branch, Redstone Arsenal, Alabama, with Department of the Army (DA) Form 581 and MSDS. After the Explosive Storage and Demolition Branch prepares and makes shipment, notify MLR of shipping arrangements and estimated date of delivery.

6.5.21 Maintain a controlled record of shipments made in accordance with FAR Part 47.

6.5.22 Disperse blank CBLs and/or assign a block of MSFC unique CBL numbers to MSFC contractors where contracting officers have delegated the traffic management function in contracts.

6.5.23 Prepare report of freight discrepancies in accordance with MWI 6220.1, "Lost or Damaged Freight."

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6.5.24 Certify receipt of NASA property in Integrated Financial Management System.

6.6 The Chief Financial Officer will:

6.6.1 Upon receipt of commercial invoices, promptly place in line for payment in accordance with NPR 6200.1.

6.6.2 Forward commercial invoices covering shipments on commercial transportation forms to the Traffic Management Team in accordance with NPR 6200.1.

6.6.3 Upon receipt of verified invoices, pay in accordance with Prompt Payment Act, NPR 6200.1.

6.7 MSFC organizational units located away from the Center, such as the Michoud Assembly Facility, Resident Office representatives, and MSFC contractors using GBLs to procure transportation will:

6.7.1 Coordinate closely with TLEG on matters covered by this Instruction in order that implementation of the policies and procedures will remain consistent and not overlap in accordance with NPR 6200.1.

6.7.2 Assume active-supporting roles in the responsibilities and procedures covered by this MWI in accordance with NPR 6200.1.

7. NOTES

None

8. SAFETY PRECAUTIONS AND WARNING NOTES

None

9. RECORDS

For each shipment, the ISC Traffic Management Group maintains a complete shipping record which may contain some or all of the documents listed below. If the shipping record does not contain one or all of the following: 9.1 DA Form 581, 9.2 DD Form 1149, and 9.4 MSDS, the record is maintained in accordance with 6100-Freight Files (Shipping), NRRS 6/2, A, B, or C as applicable. If the shipping record contains one or all of the above, the record is maintained in accordance with 6330-Shipping of Hazardous/Radioactive Materials, NRRS 6/7.

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9.1 DA Form 581, "Request for Issue and Turn-in of Ammunition"

9.2 DD Form 1149, "Department of Defense Requisition and Invoice Shipping Document"

9.3 Electronic Shipping Log of all Shipments (Controlled Record FAR Part 47)

9.4 MSDS, "Materials Safety Data Sheet"

9.5 MSFC Form 57, "Shipping Request"

9.6 MSFC Form 1575, "Certification of Performance for Payment of Bills"

9.7 MSFC Form 4182, "Request for Shipment of Printed Matter"

9.8 GBL/CBL Documentation

9.9 Export Documentation

9.10 Import Documentation

10. PERSONNEL TRAINING AND CERTIFICATION

The Employee and Organizational Development Department maintains records of hazardous material training required by the Department of Transportation for Transportation Management Personnel (Reference 49 CFR).

11. FLOW DIAGRAM

None

12. CANCELLATION

MWI 6000.1B dated July 2, 2001

Original signed by
Axel Roth for

David A. King
Director